

**TRANSMITTAL AND NOTICE OF APPROVAL OF
STATE PLAN MATERIAL**

1. TRANSMITTAL NUMBER:
03-016

2. STATE
Washington

FOR: HEALTH CARE FINANCING ADMINISTRATION

3. PROGRAM IDENTIFICATION: TITLE XIX OF THE
SOCIAL SECURITY ACT (MEDICAID)

TO: REGIONAL ADMINISTRATOR
HEALTH CARE FINANCING ADMINISTRATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

RECEIVED

4. PROPOSED EFFECTIVE DATE
July 1, 2003

SEP 29 2003

5. TYPE OF PLAN MATERIAL (Check One):

☐ NEW STATE PLAN

☐ AMENDMENT TO BE CONSIDERED AS NEW PLAN

☒ AMENDMENT

COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate Transmittal for each amendment)

6. FEDERAL STATUTE/REGULATION CITATION:

7. FEDERAL BUDGET IMPACT:

a. FFY 2003 \$0

b. FFY 2004 \$0

8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT:

Attachment 1.2-A, Pages 1a, 2 through 21

Attachment 1.2-B, Pages 1 through 4

Attachment 1.2-C, Pages 1 through 8

9. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION
OR ATTACHMENT (If Applicable):

Attachment 1.2-A, pages 1a, 2 through 13

Attachment 1.2-B, pages 1 through 3

Attachment 1.2-C, pages 2, 3, 4, 5, 6, 7, 8 (remove pages 2a, 3a & b, 4a, 5a, 6a & b, 7a through e, 8a & b)

10. SUBJECT OF AMENDMENT:

Agency Organization

11. GOVERNOR'S REVIEW (Check One):

☐ GOVERNOR'S OFFICE REPORTED NO COMMENT

☐ COMMENTS OF GOVERNOR'S OFFICE ENCLOSED

☐ NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL

☒ OTHER, AS SPECIFIED: Exempt

12. SIGNATURE OF STATE AGENCY OFFICIAL:

13. TYPED NAME:

DENNIS BRADDOCK

14. TITLE:

Secretary

15. DATE SUBMITTED:

16. RETURN TO:

Department of Social and Health Services

Attn: Ann Myers

Medical Assistance Administration

925 Plum St SE MS: 45533

Olympia, WA 98504-5533

FOR REGIONAL OFFICE USE ONLY

17. DATE RECEIVED:

SEP 29 2003

18. DATE APPROVED:

DEC 15 2003

PLAN APPROVED - ONE COPY ATTACHED

19. EFFECTIVE DATE OF APPROVED MATERIAL:

JUL - 1 2003

20. SIGNATURE OF REGIONAL OFFICIAL:

15 /

21. TYPED NAME:

Karen S. O'Connor

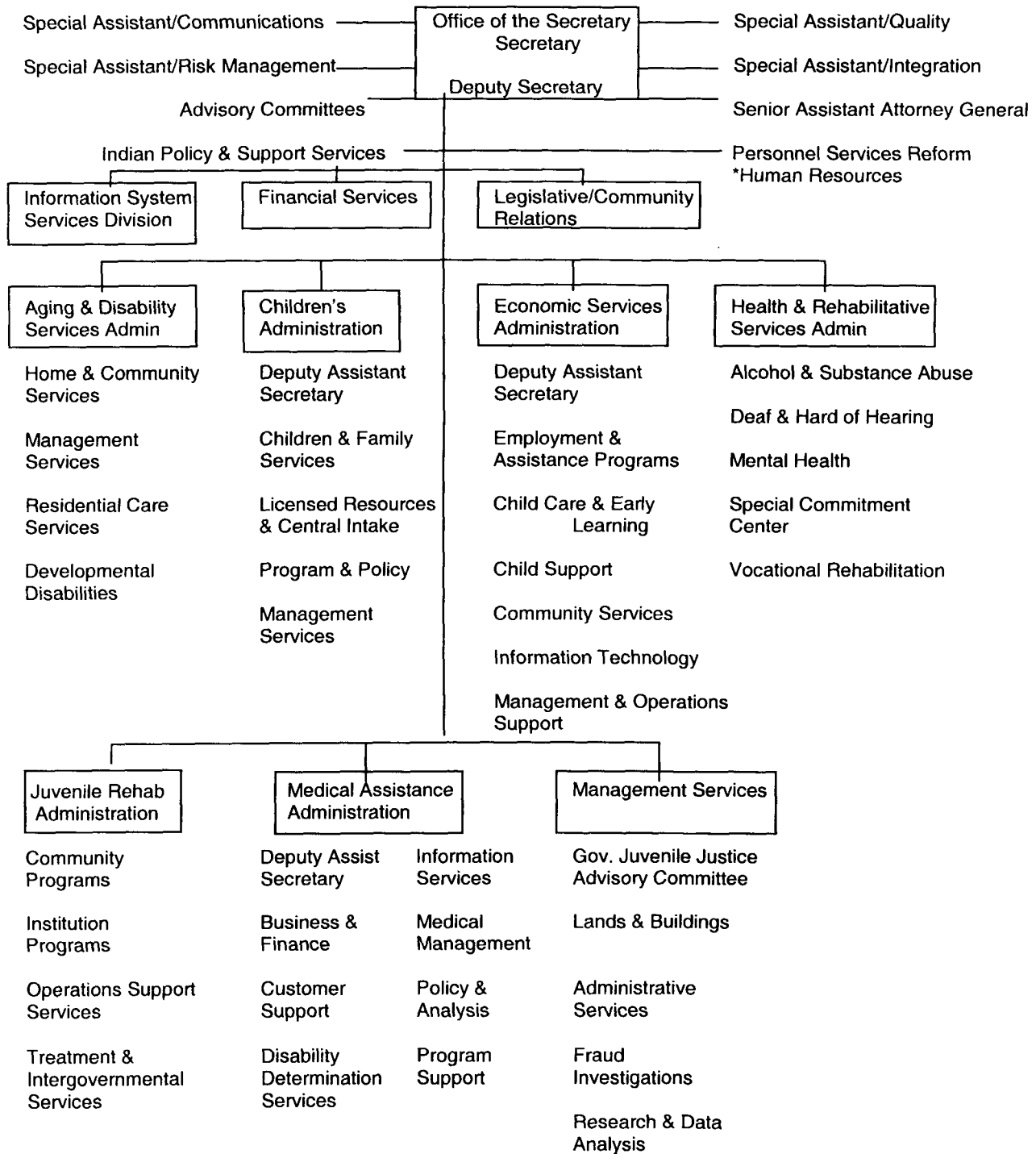
22. TITLE:

Associate Regional Administrator

23. REMARKS:

Division of Medicaid &
Children's Health

9/26 : Olympia
(DATE)

Organization Chart for the Department of Social and Health Services

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW**AGING AND DISABILITY SERVICES ADMINISTRATION**Home and Community Services

The Home and Community Services (HCS) Division promotes, plans, develops and provides long-term care services responsive to the needs of persons with disabilities and the elderly with priority attention to low-income individuals and families. HCS helps people with disabilities and their families obtain appropriate quality services to maximize independence, dignity, and quality of life.

Social workers, financial workers, adult protective services staff, Area Agency on Aging case management staff and administrative staff located in local offices throughout the state complete assessments, investigate abuse, establish financial eligibility, and provide case management and many other services to elderly and disabled adults throughout the state.

The long-term services administered by HCS include personal care, home delivered meals, assistive technology, nursing services, adult day health, environmental modifications, personal emergency response, transportation, home health aide, specialized medical equipment and supplies, case management, adult family home care, boarding home care, adult residential care and nursing facility care. These services are provided through administration of the state plan and one 1915 C waiver (categorically needy waiver) titled Community Options Program Entry system (COPES).

The division develops, implements and monitors Medicaid payment rates for home and community-based services, including adult family homes, assisted living, adult residential care, enhanced adult residential care, and in-home services.

Management Services

The Management Services Division provides administrative and support services to promote agency accountability and credibility, to support decision and policy making, to provide reliable and responsive IT support services, and to provide infrastructure and tools necessary for the Aging and Disability Services Administration to accomplish its mission.

The division develops, implements and monitors an equitable cost-related reimbursement system for nursing facilities. A unique daily rate is established and an individual year-end settlement is conducted each year for each Medicaid-certified nursing home.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**Aging and Disability Services Administration, continued**Residential Care Services

Residential Care Services (RCS) Division promotes and protects the rights, security, and well-being of individuals living in licensed or certified residential care facilities, including nursing homes, boarding homes, adult family homes, and facilities for the developmentally disabled.

Integrated program functions administered by Residential Care Services include complaint investigations, annual inspections and enforcement activities to assure compliance with federal and state requirements; nursing facility utilization review; integrated quality assurance activities, including case mix accuracy review audits; periodic education programs for staff and providers; and policy and program development that supports consistent application of resident-oriented delivery systems. These functions are an integral part of the state's long-term care services system.

Professional nurses, long term care surveyors, and other professionals located in field offices throughout the state, carry out Residential Care Services oversight functions. A centralized unit receives complaints from the public and others, and prioritizes and assigns complaints for investigation in the field. Allegations of abuse, neglect and misappropriation of resident property by nursing assistants in nursing facilities are investigated by a special team of investigators.

Division of Developmental Disabilities

The Division of Developmental Disabilities (DDD) endeavors to make a positive difference in the lives of people eligible for services through offering quality supports and services that are individual and family driven, stable and flexible, satisfying to clients and their families, and tailored to individual needs. Supports and services are offered in ways that persons with developmental disabilities can make informed decisions about their options and provide optimum opportunities for success.

Programs administered by DDD include residential services, both facility-based and non-facility-based, employment and day services, and in-home services such as Family Support and Attendant Care. The Division operates five Residential Habilitation Centers and four State Operated Living Alternatives. DDD also administers several specialized programs, including the Infant Toddler Early Intervention Program (ITEIP) for children birth to three years and their families, the Voluntary Placement Program (foster care), the Community Protection Program, and the Developmental Disabilities/Mental Health Collaborative Plan. Case and resource management, as well as intake and eligibility determination, are provided by case resource managers and social workers located in offices around the state.

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DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**CHILDREN'S ADMINISTRATION**

The Children's Administration administers child welfare and licensing services through forty-five (45) local offices in six (6) geographic DSHS regions.

Within the Children's Administration, the Division of Children and Family Services (DCFS) is the provider of client services. Children and families receive services from DCFS through three primary programs, Children's Protective Services (CPS), Child Welfare Services (CWS), and Family Reconciliation Services (FRS). The division is responsible for the investigation of child abuse and neglect complaints, child protection, family preservation, family reconciliation. Additionally, the division provides foster care, group care, independent living, and adoption services for children 0 to 18 years.

Under the Children's Administration, the Division of Licensed Resources (DLR) is responsible for licensing foster care and group care facilities, as well as child placing agencies, in Washington State. The quality of care offered by these providers is also monitored. This division provides services and training which enhance the quality of licensed facilities.

The Children's Administration provides statewide coordination of activities, program development, field support and oversight through its Management Services Division and Division of Program and Policy Development.

In addition to the divisions described below, and reporting directly to the Assistant Secretary of the Children's Administration, are two organizational units responsible for quality improvement staff development and training.

Division of Children and Family Services

Promotes and seeks to ensure the safety and protection of children through direct services and in partnership with community-based public and private organizations. DCFS provides family-focused, culturally relevant services to children and families. Services are directed toward keeping the family unit together and include in-home child protective services, family reconciliation services, home based services, adoption services, out-of-home interim care service, family foster care, foster care family support, group care, child placing agency services, interstate compact, victims protective services, independent living skills, public health early intervention services, and family home support.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

Children's Administration, continued

Division of Licensed Resources and Central Intake

This division assures the quality of family foster homes and other out-of-home placement facilities through recruitment, licensing and training of foster parents, and ongoing monitoring of all Children's Administration's out-of-home care facilities for children who must temporarily reside out of their own homes. This division also operates a statewide, centralized intake system for after hours, weekends, and holidays.

Division of Program and Policy

This division develops and monitors programs to enhance the ability of field staff to serve and strengthen families through oversight of the Children's Administration's placement and services, out-of-home services, in-home services, adolescent services, Indian child welfare services, health services, early childhood program, victim's assistance, and early intervention services.

Division of Management Services and Research

This division has responsibility for children's research, fiscal services, federal funding requirements, automated case and management information systems (CAMIS), data management, and constituent relations to support and assure the quality of services provided to children and families in need.

ECONOMIC SERVICES ADMINISTRATION

Employment and Assistance Programs

Develops policies and procedures for equitable, efficient, legal and timely administration of assistance program that provides basic necessities to eligible persons throughout the state. The goals are to maximize the services and financial support available to clients; assure that racial, language and cultural differences are not barriers to clients and/or staff; promote partnerships with the private sector, develop productive and well-trained staff; maximize program management; and enhance program monitoring.

Major program elements are Temporary Assistance to Needy Families, State Family Assistance, WorkFirst, Basic Food, General Assistance, Emergency Assistance, State Supplementation of SSI, Refugee Assistance, and Quality Assurance.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**Economic Services Administration, continued**Division of Child Care and Early Learning

The Division of Child Care and Early Learning (DCCEL) was established in July 2001. This action consolidated in one agency such programs as child care licensing and health inspections, child care subsidy policy, child care contracts as well as numerous programs to assist child care providers in improving the quality of child care.

Division of Child Support

The Division of Child Support is responsible for administering the Title IV-D child support program under the Social Security Act. Child support services include paternity establishment and the establishment, modification and enforcement of child support and medical support obligations. The Division serves both public assistance recipients, including foster care recipients, and applicants for non-assistance services.

Community Services Division

Community Services Division works with individuals, families, and children to determine program eligibility and issue benefits for cash grants, food assistance, medical assistance, childcare subsidies, and other support services that help clients move to self-sufficiency. These services are provided through an organization of six geographic regions. Each has Community Service Offices (CSOs) with catchment areas defined by county and/or zip code. As of July 2003, there are 50 local Community Services Offices statewide.

Information Technology Division

Division staff provide services to internal and external customers through: analysis, design, development and maintenance of applications and webs, technical and help-desk support, application testing, training, and automation policy development. In addition, staff provides IT support, consultation and training to the field, regional and headquarters staff for desktop and laptop PC's, intranet server and sites and the mainframe systems.

Division staff support mainframe, client server and web-enabled systems necessary to deliver public assistance benefits, services and information to both clients and the public. Systems include:

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**Economic Services Administration, Information Technology Division, continued**

- The Automated Client Eligibility System (ACES) a mainframe system used to determine eligibility and issue benefits for cash, food and medical assistance.
- Web-enabled inquiry access to the ACES client database is available to users.
- The Jobs Automated System (JAS), a web-enabled case management system for case managers, social workers, contractors, and tribes.
- The BarCode System, used to track and report client data.
- Web applications that support field staff, enable child care providers to track mandatory training, inform the public about benefits and services including the ability to apply for benefits and services on-line.

Division of Management and Operations Support

The Division of Management and Operations Support provides core business support services for ESA, including fiscal services (budgeting and accounting), contracts management and monitoring, audit planning and support, personnel and payroll, facilities management, non-IT equipment and supply management, and management of the state's Electronic Benefits Transfer (EBT) system.

HEALTH AND REHABILITATIVE SERVICES ADMINISTRATIONDivision of Alcohol and Substance Abuse

This division develops and conducts a comprehensive program of alcohol and other drug prevention, treatment, and shelter services. The goal of the program is to reduce the likelihood of persons becoming chemically dependent, and to provide an opportunity for alcoholics and other drug addicts to recover. The division discharges this responsibility by: directing a comprehensive prevention and community education program; certifying all providers of alcohol/drug treatment services in the state; and contracting with counties, Tribes, and non-profit organizations to provide treatment services to persons who cannot pay for the full cost of that treatment. The treatment services include alcohol/drug detoxification; diagnostic evaluation; outpatient; methadone treatment; a continuum of inpatient treatment; and, involuntary treatment.

The division also funds specialized inpatient and outpatient services for minorities, adolescents, and pregnant and postpartum women.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**Health and Rehabilitative Services Administration, continued**Division of Deaf and Hard of Hearing

This division provides services to improve the quality of DSHS services and communication to ensure a better life for individuals who are deaf, hearing impaired, hard of hearing, deafened and deaf-blind. An advisory committee on deafness with community participation recommended the covered services. The services include information and referral services, consultation and technical assistance to other agencies, deaf awareness training and workshops, distribution of telecommunication devices to all qualified individuals, and implementation of a statewide telephone relay system. In addition, the division has contracted services for the provision of direct client services and the provision of telecommunication relay services.

Mental Health Division

This division promotes mental health and ensures that residents of the state who experience a mental illness or emotional disturbance during their lifetime receive consumer-driven treatment, support and services that allow them to achieve and maintain their optimal level of functioning. Services include community mental health services, crisis response, community support, residential support services, community psychiatric inpatient hospital services, state psychiatric hospital administration, mental health research and training.

Division of Vocational Rehabilitation

Provides rehabilitation services to eligible individuals who want to work but experience barriers to employment as a result of a physical, mental or sensory disability. Services include vocational assessment, assistive technology, counseling and guidance, independent living, interpreter services, job placement and retention, physical and mental restoration, self-employment, supported employment, training, high school transition, transportation and other related services.

Special Commitment Center

Provides programs to rehabilitate civilly committed sex offenders so they can return to their families and communities and not re-offend. To succeed in its mission, SCC works in partnership with the resident families and their advocates, as well as local, county, state, and federal governments.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED**JUVENILE REHABILITATION ADMINISTRATION**

The Juvenile Rehabilitation Administration (JRA) is responsible for approximately 1,800 juvenile offenders a year and provides services and treatment programs to help reduce or change their criminal behavior through preventive, rehabilitative, and transitional programs. These youth, ranging in age from 10 to 21, are committed by their local juvenile court to JRA for a specific sentence.

JRA operates three institutions, one forestry camp, a basic training camp, state-run and contracted community facilities, and parole services. Under a new treatment focus, the Integrated Treatment Model, JRA looks at each youth's criminal behavior, family dynamics, and thoughts and feelings. This research-based model helps staff improve a youth's behavioral and emotional skills by giving them tools to help them change their behavior, thoughts, emotions, and reactions to daily challenges, such as tolerating distress, problem-solving, and anger management. JRA also offers specialized programs to address youth's mental health needs, sex offending behavior, and substance abuse dependency.

JRA manages these programs through three divisions and one office.

Division of Community Programs

JRA's Division of Community Programs operates seven state-run community facilities and seven contracted community facilities to provide custody and treatment to committed juvenile offenders. Community facility programs provide youth the opportunity to practice the new skills they have learned while in the institutions. Community facilities offer a less restrictive setting and give youth the opportunity to attend school and/or work in the community. Following commitment, JRA provides parole supervision based on risk to reoffend, and in some cases, type of felony sex offense. The four types of parole provided by JRA are:

Type	Length	Eligibility
Intensive Parole	26 weeks	Risk score cutoff (top 25% highest risk). Level 3 sex offenders Basic Training Camp graduates
Enhanced Parole	20 weeks	Risk score range
Sex Offender Parole	24 - 36 months	Certain felony sex offenders (RCW 31.40.210)
30-day Transition Parole	30 days	Lowest risk group (below risk score cutoff)

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